

CARS DEALER SYSTEM GUIDE | Quick Guide to Transaction Submission

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TIP Do not enter any special characters.	(eg. & % \$) for	This VIN must match the title, registration, and insura	ance desuments verbation
* Trade-in VIN			
* Trade-in Vehicle Category		Click magnifying glass icon	n, click GO on next sceen, then select category from list.
* Trade-in Vehicle Description			(Q)
* Trade-In Title State	~		
* Trade-In Registration State	~		
* Trade-In Registration Start Date			Click magnifying glass icon. On the next screen, you
* Trade-In Registration Expiration Date		Click on Calendars to set the appropriate date for each	
Trade-In Insurance Start Date		appropriate date for each	can search by the manufacturer name directly or enter
Trade-In Flagged Date	N/A		MODEL% then click GO to narrow the list of model choices. Select your model from the list by clicking the quick select icon. See next page for example.
* Trade-In Odometer Reading			
* New Vehicle VIN		Must match MSO/MSO attachment	quick select from . See next page for example.
* New Vehicle Category		Same process as Trade-In vehicle above	
* New Vehicle Description			(q)
* New Vehicle Base MSRP		MSRP with standard features only from fueleconomy.gov prin	



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